



**FDRE**  
**REFUGEES & RETURNEES SERVICE**

**DIRECTIVE TO IMPLEMENT**  
**RECOGNIZED REFUGEES' AND ASYLUM SEEKERS' RIGHT TO WORK**  
**DIRECTIVE NO. \_\_\_\_/2024**

**[DRAFT]**

**Directive to Implement**  
**Recognized Refugees' and Asylum Seekers' Right to Work**  
**Directive No. \_\_\_\_\_/2024**

**Preamble**

**In furtherance of** Ethiopia's longstanding commitment to enhancing the well-being of refugees and asylum seekers, as embodied in Refugee Proclamation No. 1110/2019, and its pursuit of durable solutions;

**Recognizing** the government's consistent pronouncements upholding the right to work for recognized refugees and asylum seekers;

**Firmly believing** that fostering self-sufficiency, independence, and productivity among recognized refugees and asylum seekers is critical for their successful integration into Ethiopian society;

**Acknowledging** the necessity for a comprehensive directive to effectively implement Article 26 of the Proclamation, which guarantees the right to work for refugees and asylum seekers. This directive will ensure the consistent and sustainable application of this right, aligning it with the most favorable treatment accorded to foreign nationals within Ethiopia;

**Mindful of** the potential need to reconcile existing legislation with Proclamation No. 1110/2019 to optimize enforceability and establish a cohesive legal framework for refugee work rights;

**The Ethiopian Refugees and Returnees Service**, exercising the authority vested in it by Article 46(2) of Refugees Proclamation No. 1110/2019, hereby issues this Directive.

## **Part One**

### **General**

#### **1. Short Title**

This Directive may be cited as “**Directive to Implement Recognized Refugees’ and Asylum Seekers’ Right to Work No. \_\_\_\_\_/2024**”

#### **2. Definition**

In this Directive, Unless the context otherwise requires,

- 1) "Proclamation" means the Refugees Proclamation No. 1110/2019
- 2) “Labor Proclamation” means Proclamation No. 1156/2019
- 3) “Commercial Laws” means Commercial Code Proclamation No. 1243/2021, Commercial Registration and Business Licensing Proclamation No. 980/2016 (as Amended), and Regulations and Directives issued pursuant to these Proclamations
- 4) “Employer” shall have the meaning given to it on the Labor Proclamation and shall include Recognized Refugees and Asylum Seekers who employ others.
- 5) "Wage Earning Employment" means the performance of professional or manual work by a recognized refugee or an asylum seeker who is employed permanently or temporarily in consideration for wage.
- 6) "Commercial Activities" means the engagement of recognized refugees or asylum seekers, individually or in group, in areas such as agriculture, industry, small and medium enterprises, handicraft and commerce upon obtaining the proper license from the relevant licensing bodies in accordance with applicable laws.
- 7) “Joint Project” means an urban or rural project designed with the support of the international community and the agreement of the Ethiopian government to economically benefit both recognized refugees and Ethiopian nationals.
- 8) "Service Office" means the Refugees and Returnees Services established pursuant to Article 64 of the Definition of Powers and Duties of the Executive Organs Proclamation No. 1263/2021.
- 9) “Implementing Institutions” means Ministry of Labor and Skills, Ministry of Trade and Regional Integration, Ministry of Revenue or organs authorized by these Institutions and other government institutions that may be responsible in implementing this directive.

- 10) All other phrases and words referred to in this Directive shall have the meaning assigned to them under the Proclamation, Commercial Laws, Tax Laws and Labor Proclamation.
- 11) "Person" means a natural person or a legal person as defined by law.
- 12) Any reference to the masculine gender includes the feminine gender.

### **3. Objective of the Directive**

This Directive is issued to put in place detailed working procedures, requirements, and clarified roles of implementing institutions to effectively implement Article 26 of the Refugees Proclamation providing for the right to work of refugees so as to improve the living conditions and ensure the common economic benefits of refugees, asylum seekers and the community.

### **4. Principles of the Directive**

Provision of services aimed at realizing the right to work of recognized refugees and asylum seekers shall:

- 1/ be efficient, harmonized, transparent, fair, of the required quality, accessible and organized in a modern way; and
- 2/ comply with the principles pertaining to the protection of refugees laid down in the Proclamation.

### **5. Scope of Application**

This Directive shall apply on the Right to Work of Recognized Refugees and Asylum Seekers, their employers, and Implementing Institutions.

## **Part Two**

### **Wage Earning Employment**

#### **6. Requirement of Obtaining Work Permit**

- 1) Any Employer shall obtain a work permit from the Ministry of Labor and Skills or any organ authorized by it to employ a recognized refugee or asylum seeker in sectors not restricted by the proclamation.
- 2) Any recognized refugee or asylum seeker may engage in employment in sectors not restricted by the Proclamation upon obtaining a work permit from the Ministry of Labor and Skills or any organ authorized by it.
- 3) A work permit under sub article 1 of this article shall only be issued upon a request by the employer
- 4) Notwithstanding the provisions of sub article 1 and 2 of this article:

- a) A recognized refugee or asylum seeker who is married to an Ethiopian national and/or has one or more child in possession of Ethiopian nationality and can cause evidence from the Service Office or any other organ to this fact; and
- b) A recognized refugee or asylum seeker selected to participate in a joint project pursuant to the proclamation whose engagement shall be governed by Section 5 of this directive;

Is not required to obtain a work permit to engage in employment for sectors not restricted by the proclamation. The employer may employ such recognized refugee or asylum seeker without the need to obtain work permit.

#### **7. Application for Work Permit**

- 1) An application for work permit by the employer shall be made in an application form attached with this directive and requirements there to.
- 2) A work permit under sub article 1 of this article is issued for the position applied for and for the requesting employer.
- 3) A temporary work permit for a recognized refugee or asylum seeker is issued upon presentation of Identification Document issued by the Services.

#### **8. Application for Work Permit by the Employer**

- 1) An application for a new work permit by the employer shall fulfill the following requirements:
  - a) A duly completed application form
  - b) A duly completed personal history form of the employee
  - c) 4 passport size, not older than six months, photographs of the employee
  - d) If the position or profession requires competency certificate, a certificate issued by a competent authority
  - e) An Offer Letter or Employment contract
- 2) If the employer is a trader, in addition to documents under sub article 1 of this article shall submit a business license or investment permit
- 3) If the employer is a Non-Governmental Organization, in addition to documents under sub article 1 of this article shall submit a registration certificate from the Civil Societies Registration Service
- 4) If the employer is a religious institution, in addition to documents under sub article 1 of this article shall submit a registration certificate from the competent authority

#### **9. Application for Work Permit by the Recognized Refugee or Asylum Seeker**

- 1) An application for a new work permit by the recognized refugee or asylum seeker shall fulfill the following requirements:
  - a) A duly completed personal history form
  - b) An Identification Document issued by the Services
  - c) 4 passport size, not older than six months, photographs
- 2) An application for a new work permit by the recognized refugee or asylum seeker shall be made in accordance with the application form attached here with the directive
- 3) No fee shall be imposed on a recognized refugee or asylum seeker to obtain a new work permit

#### **10. Employer's Obligations**

Without prejudice to the provisions of the Labor Proclamation, the employer shall have the following additional duties:

- 1) To assign the recognized refugee or asylum seeker in the authorized position in the work permit.
- 2) To notify the Ministry of Labor and Skills or any organ authorized by it, within 5 working days from the date of knowledge of the disappearance, about the leaving of the recognized refugee or asylum seeker from the work place.
- 3) To implement accordingly when the Work Inspector requests physical appearance of the recognized refugee or asylum seeker
- 4) To notify the Ministry of Labor and Skills or any organ authorized by it in writing within 5 working days of the termination and return the work permit book when the contract of employment is ended
- 5) In case of change of work place, to notify Ministry of Labor and Skills or any organ authorized by it about the new address of the recognized refugee or asylum seeker employee within 5 working days of the change.
- 6) To return the work permit and cause its cancellation when it is sufficiently and credibly demonstrated that the recognized refugee or asylum seeker employee has violated the criminal laws of the country, excluding minor traffic offence.
- 7) To refrain from deploying a recognized refugee or asylum seeker who is not issued with work permit in any type of work
- 8) To show up or maintain residence address of the recognized refugee or asylum seeker employee and show the same whenever requested by the appropriate organ

- 9) Not to engage the recognized refugee or asylum seeker employee in any illegal and immoral activities.

#### **11. Recognized Refugee or Asylum Seeker Employee's Obligations**

Without prejudice to the provisions of the Labor Proclamation, the Recognized Refugee or Asylum Seeker Employee's shall have the following additional duties:

- 1) To work only to the employer indicated in the work permit.
- 2) To appear at a work place in possession of the issued work permit.
- 3) To engage only in the position or profession registered in the work permit.
- 4) Not to engage in any illegal and immoral activities.
- 5) To comply with Work Inspector's request of the Ministry of Labor and Skills or any organ authorized by it for reporting.

#### **12. Renewal of Work Permit**

- 1) The Work permit issued in accordance with this Directive shall be renewed annually
- 2) The Ministry of Labor and Skills or any organ authorized by it may decline the renewal of a work permit on legal grounds
- 3) The validity period of a work permit commences to run from the date of issuance of the work permit following submission of application for work permit

#### **13. Renewal of Work Permit on Employer's Request**

- 1) Any employer shall, within one month preceding the expiry of the work permit, place a request to the Ministry of Labor and Skills or any organ authorized by it fulfilling the following requirements:
  - a) a formal application for renewal of a work permit;
  - b) produce an ID Card issued by the Service to the refugee or asylum seeker;
  - c) a work permit book issued by the Ministry of Labour and Skills or the Ministry of Labor and Skills or any organ authorized by it;
  - d) copy of employment contract entered between the recognized refugee or asylum seeker with the employer.
- 2) If the employer is a trader, he must present a renewed business license or investment license in addition to those provided for in sub-article 1 of this Article
- 3) If the employer is a non-governmental organization, shall submit a registration certificate issued by the Authority for Civil society Organizations in addition to those provided for in sub-article 1 of this Article.

- 4) If the employer is a religious institution, must submit a certificate of registration issued by the competent body in addition to those provided for in sub-article 1 of this Article.
- 5) In instances where the employer has requested for a work permit for a recognized refugee or asylum seeker and fails to timely renew the work permit, he may renew the work permit within three months, by paying fifty percent (50%) of the renewal fee for the first month ; for the second month seventy five percent (75% )within the third month hundred percent ( 100%) penalty from the end of the period of validity of the work permit. The service charge shall be determined in accordance with Regulation No. 394/2016 issued by the Council of Ministers regarding the payment of fees.

#### **14. Renewal of Work Permit by a Recognized Refugee or Asylum Seeker**

- 1) Any recognized refugee or asylum seeker shall renew the work permit within one month preceding the expiry of the work permit by submitting a request to the Ministry of Labor and Skills or any organ authorized by it fulfilling the following requirements;
  - a) application for renewal of a work permit;
  - b) copy of identity document issued by the Service Office;
  - c) a work permit book issued by the Ministry of Labor and Skills or any organ authorized by it;
  - d) copy of the receipt for payment of service fee.
- 2) If the recognized refugee or asylum seeker fails to renew his work permit pursuant to sub article 1 of this Article, the work permit may be renewed within the next three months from the end of the validity period, by paying Fifty percent (50%) of the renewal fee for the first month, Seventy-Five percent (75%) for the second month and One Hundred percent (100%) for the third month. The service charge shall be determined in accordance with Regulation No. 394/2016 issued by the Council of Ministers regarding the payment of fees.
- 3) Notwithstanding the provisions of sub-articles 1 and 2 of this Article, a recognized refugee or asylum seeker may renew his work permit free of penalty fee by producing proof from the Service Office that he is unable to pay the renewal fee.



## **15. Replacement of a Work Permit**

- 1) In the event of a loss of a work permit obtained upon a request by an employer, the employer shall submit, as soon as he becomes aware of the loss of the work permit, a statement signed by the organization stating the reason for the loss and police evidence to the Ministry of Labor and Skills or any organ authorized by it.
- 2) In the event of a loss of work permit obtained upon a request by a recognized refugee or asylum seeker, he shall immediately submit an application stating that the work permit has been lost and request for a replacement along a police report to the Ministry of Labor and Skills or any organ authorized by it.
- 3) In the event of a damaged work permit book, torn and out of service, he may request a replacement by presenting the old work permit book to the Ministry of Labor and Skills or any organ authorized by it.
- 4) A replacement work permit shall be issued by verifying the evidence provided in sub-articles (1), (2) and (3) of this Article and charging a service fee determined in accordance with Council of Ministers Regulation No. 394/2016 for the payment of fess.
- 5) Notwithstanding the provisions of sub-article 3 of this Article, a recognized refugee or asylum seeker may obtain a replacement work permit without payment by presenting an evidence that he is unable to pay from the Service Office.

## **16. Work Permit Clearance**

- 1) Any employer seeking clearance for a work permit obtained upon the request of the employer shall submit an application to to the Ministry of Labor and Skills or any organ authorized by it;
  - a) an application for clearance from the employer's organization; and
  - b) work permit issued by the Ministry of Labor and Skills or any organ authorized by it
- 2) Any recognized refugee or asylum seeker seeking clearance must provide the following:
  - a) an application for clearance; and
  - b) a work permit book
- 3) Notwithstanding the provisions of sub-article 1 of this Article, if the employer organization closes or ceases operations for various reasons, an recognized refugee or asylum seeker may be granted a work permit clearance upon obtaining

evidence from the relevant government body about the closure or cessation of operations.

- 4) Without prejudice to sub-article (1) of this Article, a clearance request made one month after the expiration of the work permit may be obtained by paying the amount for the renewal fee covering the period during which the work permit has not been renewed.

#### **17. Conditions for Cancellation of Work Permit**

- 1) Work permit shall be canceled for the following reasons:
  - a) a recognized refugee or asylum seeker is engaged in work other than that for which a work permit has been issued;
  - b) when the work of a recognized refugee or asylum seeker is terminated or becomes irrelevant or closure of the employer's organization;
  - c) when the work permit has not been renewed for more than three months;
  - d) where the residency of a recognized refugee or asylum seeker in Ethiopia is considered as unsafe by the appropriate government bodies;
  - e) when a recognized refugee or asylum seeker leaves his employment;
  - f) the work permit was obtained on the basis of incorrect information;
  - g) failure to comply with employer and employee obligations prescribed under this directive
  - h) If a recognized refugee's or asylum seeker's refugee status, pursuant to the proclamation, has been revoked or lost his right as recognized refugee or asylum seeker.
- 2) In the event of cancellation of a work permit, the employer or recognized refugee or asylum seeker shall return the work permit book to the Ministry of Labor and Skills or any organ authorized by it.

#### **18. Monitoring and Supervision**

Concerning employers, the Ministry of Labor and Skills or any organ authorized by it, or Work Inspector, shall engage in appropriate monitoring and supervisory activities to ensure the enforcement of the Labor proclamation, and regulations and directives subsequently adopted.

#### **19. Appointment of a Liaison Officer**

- 1) Any employer may appoint a liaison officer or representative to facilitate work permit related services

- 2) A person who is represented pursuant to sub article (1) of this article shall produce:
  - a) If he is employee of the organization, ID confirming same and original and photocopy of Kebelle ID Card
  - b) If it is third party a power of attorney certified by the Federal Documents Authentication and Registration Service and Kebelle
- 3) Notwithstanding the provisions of sub-articles 1 and 2 of this Article, the Manager of the organization may follow up the request for a work permit

#### **20. Service Charge**

- 1) A recognized refugee or asylum seeker shall pay the following service charge in accordance with the Council of Ministers Regulation No. 394/2016:
  - a) Birr 2000.00 (Birr 2,000) for the issuance of a new work permit;
  - b) Birr 1500.00 (One thousand five hundred Birr) for the renewal of work permit;
  - c) Birr 1200.00 (one thousand two hundred Birr) to replace the work permit.
- 2) Notwithstanding the provisions of sub-article 1 of this Article, a recognized refugee or asylum seeker may be exempted from the payment of service charges prescribed in sub-article 1 of this Article upon presenting proof of his inability to pay from the Service Office.

#### **21. Penalty**

- 1) An employer who violates duties and obligations stated in Article 8 of this Directive shall be liable to the penalty and fines pursuant to the Labor Proclamation and other relevant laws.
- 2) Without prejudice to the provisions of penalty in the Labor Proclamation, the Ministry of Labor and Skills or any organ authorized by it shall take legal measure against a recognized refugee or asylum seeker who is working without a work permit in accordance with this Directive.

### **Part Three**

#### **Engaging in Commercial Activities**

##### **22. Right to Engage in Commercial Activities**

- 1) Every recognized refugee and asylum seeker shall have the right to engage in commercial activities except in border trade and areas reserved for Ethiopian citizens in laws that accord most favorable treatment to foreigners

- 2) Every recognized refugee and asylum seeker shall have the right to engage, individually or in group, in self employment
- 3) Every recognized refugee and asylum seeker shall have the right to engage as Commercial Representative upon obtaining a Commercial Representative Certificate
- 4) Every recognized refugee and asylum seeker shall first be registered in the Commercial Register before engaging in any commercial activity

### **23. Registration of Business Name of a Sole Proprietor**

Every recognized refugee and asylum seeker engaging as Sole Proprietor shall register his Business Name pursuant to relevant laws

### **24. Registration of Business Name of a Business Organization**

- 1) Where a business organization requests a service for registration of business name, the request shall be accompanied by;
  - a) Identification Document or Fayda Number of the applicant, original & copy
  - b) Renewed Id or Passport, if the application is made through an Ethiopian agent, original & copy
  - c) Draft memorandum of Association
  - d) At least three (3) alternative business names
- 2) Where the business names provided are registered by other businesses, the applicant shall provide with other alternative names

### **25. Commercial Registration of a Sole Proprietor**

Where an individual recognized refugee or asylum seeker requests a service for commercial registration, a request for commercial registration shall be submitted together with;

- 1) Identification Document or Fayda Number of the recognized refugee or asylum seeker,
- 2) A photograph not older than 6 months of the recognized refugee or asylum seeker
- 3) Tax Identification number
- 4) If the application is submitted through an agent, renewed Id of the principal and agent, a copy of valid passport, Identification Document, or Fayda Number

### **26. Commercial Registration of Business organization**

Where a business organization requests a service for commercial registration, a request for commercial registration shall be submitted together with,

- 1) Photograph of the General Manager not older than six months and Identification Document or Fayda Number
- 2) Approved Memorandum of Association
- 3) Bank confirmation of the capital registered in the Memorandum of Association, if the application is for Private Limited Company
- 4) Tax Identification Number (TIN)
- 5) If the application is submitted through an agent, renewed Id of the principal and agent, a copy of valid passport, Identification Document, or Fayda Number

#### **27. Issuance of Business License for Sole Proprietor**

Where a trader requests a service for issuance of business license, a request for issuance of business license shall be submitted together with;

- a) Photograph of the General Manager not older than six months
- b) Identification Document or Fayda Number
- c) Tax Identification Number (TIN)
- d) If the application is submitted through an agent, renewed Id of the principal and agent, a copy of valid passport, Identification Document, or Fayda Number
- e) If the sector requires competency certification, a competency certificate from the appropriate organ

#### **28. Issuance of Business License for a business organization**

Where a business organization requests a service for a business license, a request for business license shall be submitted together with,

- a) Photograph of the General Manager not older than six months
- b) Identification Document or Fayda Number
- c) Tax Identification number
- d) If the application is submitted through an agent, renewed Id of the principal and agent, a copy of valid passport, Identification Document, or Fayda Number
- e) If the sector requires competency certification, a competency certificate from the appropriate organ

#### **29. Service Delivery**

All services associated with business registration and licensing shall be delivered online

#### **30. Application of Relevant Laws**

- 1) Relevant commercial laws for business registration and licensing, renewal, suspension, cancellation, and others not covered by this Directive shall be applicable
- 2) Kebelle ID or Passport requirements for service delivery by relevant Commercial Laws shall be substituted with a recognized refugee's or asylum seeker's ID or fayda Number

## **Part Four**

### **Tax Identification Number**

#### **31. Conditions for obtaining Tax Identification Number**

- 1) A request for Tax Identification Number by a recognized refugee or asylum seeker shall be submitted together with;
  - a) A duly completed application form prepared by the tax collecting authority
  - b) Identification Document or Fayda Number
  - c) Photograph of the applicant not older than six months
  - d) A confirmation letter from the Service Office for his business address, or a rental agreement, or proof of ownership,
2. A request for Tax Identification Number by a business organization shall be submitted together with;
  - a) A duly completed application form prepared by the tax collecting authority
  - b) Identification Document or Fayda Number
  - c) Registered Memorandum of Understanding by a competent authority
  - d) Registered business organization name
  - e) Proof of ownership of business address or rental agreement; or a confirmation letter from the Services
  - f) If the application is submitted through an agent, renewed Id of the principal and agent, a copy of valid passport, Identification Document, or Fayda Number

#### **32. Cancellation of Tax Identification Number**

A request for cancellation of Tax Identification Number shall be submitted together with;

- 1) Proof from Ministry of Trade and Regional Integration or competent registering organ that the business activity has ceased
- 2) A Tax Identification Number may be canceled pursuant to relevant federal, regional, or city administration Tax Laws

### **33. Notification of Change**

- 1) A recognized refugee or asylum seeker engaged in commercial activities as Sole Proprietor or business organization shall inform, within Thirty days, the tax Authority of any changes pursuant to Federal, Regional, or City Administration tax laws.
- 2) He shall present proof of change of address from the Service

### **34. Application of Relevant Laws**

- 3) Relevant Tax Laws for TIN registration, renewal, suspension, cancellation, and others not covered by this Directive shall be applicable
- 4) Kebelle ID or Passport requirements for service delivery by relevant Tax Laws shall be substituted with a recognized refugee's or asylum seeker's ID or fayda Number

## **Part Five**

### **Participation in Joint Projects**

#### **35. Conditions for Participation in a Joint Project**

- 1) Any recognized refugee may be allowed to work in a joint project by obtaining a residence permit, without a need for a work permit, if he is selected to participate in the project having met the requirements set by the Service and the project.
- 2) A refugee or asylum seeker who is legally married to an Ethiopian national or has one or more child in possession of Ethiopian nationality, and has been provided a letter by the Service Office attesting to the facts, does not need a residence permit to participate in a joint project, as provided in sub-article 1 of this Article.

#### **36. Conditions for Obtaining a Residence Permit**

Any recognized refugee shall be issued a residence permit where:

- 1) he meets the conditions to be employed in a joint project by fulfilling the criteria set out by the project and is selected to participate in the project based on a procedure determined by the Service Office;
- 2) the Service Office determines that the refugee is not being investigated or charged in connection with breach of security or crime; and
- 3) he has lived in Ethiopia for three (3) years after being granted refugee status.

#### **37. Benefits of a Residence Permit**

- 1) A recognized refugee who has been granted a residence permit has the right to move from place to place without a pass permit and to work in a joint project in relation to which the residence permit was granted.
- 2) Notwithstanding the provisions of sub-article 1 of this Article, a person shall not have the right to work using residence permit obtained on account of his being a family member of a recognized refugee selected to participate in a joint project.

### **38. Obligations of Refugees Granted Residence Permits**

Any recognized refugee who has been granted a residence permit shall have the obligations:

- 1) to use his residence permit only for the joint project in respect of which the permit is granted; and
- 2) not to engage in illegal activities and acts contrary to public morals and to comply with the laws of the country.

### **39. Procedures and Requirements for Residence Permit**

- 1) A recognized refugee selected by the Service Office to participate in a joint project may submit a request for a new residence permit for himself or his family members only by himself or through his legal representative.
- 2) Any recognized refugee seeking to obtain a new residence permit shall meet the following requirements:
  - a) A completed application for a residence permit;
  - b) A renewed identification paper issued by the Service confirming his refugee status;
  - c) Four passport size photographs of the refugee;
  - d) Marriage certificate if the residence permit is being requested for the refugee's spouse;
  - e) Birth certificate if the residence permit is being requested for a minor child;
  - f) The Service Office's certification to other family members; and
  - g) Offer Letter/Employment contract or evidence of a valid business license or membership of a cooperative union where appropriate.

### **40. Procedure and Requirements for Renewal of Residence Permit**

Any recognized refugee shall make an application for renewal of his residence permit or the residence permit of his family member by the Service Office within two (2) months prior to the expiry of the residence permit. The application shall be made in person and consist of the following documents:



- 1) Application for renewal of the residence permit;
- 2) A renewed identification paper attesting to his refugee status;
- 3) Current residence permit;
- 4) Offer Letter/Employment contract or evidence of a valid business license or membership of a cooperative union; and
- 5) Four passport size photographs taken within the last six months.

#### **41. Replacement of Residence Permit**

- 1) An application to replace a lost or damaged residence permit may only be made personally by the refugee who has obtained residence permit to work in a joint project.
- 2) A request for a replacement of a lost or damaged residence permit shall include the following particulars:
  - a) A written Application;
  - b) A letter from the competent police authority confirming the loss of the residence permit or evidence of report of the loss made to the Service;
  - c) Remains of the damaged residence permit in case the residence permit is damaged or destroyed;
  - d) Renewed refugee identification paper
  - e) Four passport size photographs taken within the last six months.
- 3) The lost residence permit shall be voided with its code number cited and, if damaged, remains of the same shall be submitted to the Service.
- 4) In case a refugee who has been granted a replacement residence permit has found his lost residence permit or has identified its location, he shall immediately return it to the Service or inform the Service of its location.

#### **42. Conditions for Cancellation of Residence Permit**

A residence permit granted to a refugee may be revoked for the following reasons:

- 1) Where the refugee who is granted residence permit returns the permit on his own accord;
- 2) Where the refugee's employment is terminated;
- 3) Where the refugee has been absent from the work in respect of which the residence permit is granted for three months without a valid reason;
- 4) Where the refugee is found to have violated the obligations set out under this Directive;
- 5) If he has lost his refugee status;

- 6) If it is proven that the refugee has left the country for good;
- 7) If it is proven that the residence permit was obtained through false evidence, deception, fraud, or other illegal means;
- 8) If the residence permit is not renewed, without good reasons, within 3 months after its expiry;
- 9) Where the Service determines that the continued possession of the residence permit by the refugee poses a threat to national interest and security.

#### **43. Termination of Joint Projects**

Upon termination of and/or voluntary withdrawal of the recognized refugee or asylum seeker from a Joint Project executed under this Directive, recognized refugees and asylum seekers shall be issued a work permit and/or a trade license so long as they fulfill conditions set out in this Directive.

### **Part Six**

#### **Miscellaneous**

#### **44. Confidentiality**

Any employer or an entity that implements this Directive shall ensure confidentiality of any information obtained in connection with the employment of a refugee or asylum seeker and shall not collect, share or disclose such information about the refugee or asylum seeker without the knowledge of the Agency.

#### **45. Monitoring and Supervision**

The Service Office shall make proper monitoring and supervision to ensure the implementation of the Refugees Proclamation and the regulations and directives thereto pertaining to the Right to Work of refugees.

#### **46. Duty to Cooperate**

- 1) Any government body having mandate in respect of matters covered in this Directive shall have a duty to respect and execute the Directive
- 2) Every person, private organization, public organ has the duty to cooperate to execute this directive
- 3) The Ministry of labor and skills, Ethiopian Investment Commission, the Ministry of Trade and Regional Integration, the Ministry of Revenue, and Refugees and Returnees Service shall, through a joint committee, oversee the proper implementation of this Directive and pursue improvements for the implementation of the Directive. Detailed working procedures of the Committee

shall be determined in accordance with a Memorandum of Understanding or Implementation Manual to be issued pursuant to this Directive.

**47. Repealed Laws**

The Directive to Determine the Procedure for Refugees Right to Work No. 02/2019 issued by the Agency for Refugees and Returnees Affairs (ARRA) or Justice Ministry Registered by No. 08/2013, 429/2013, 435/2013 is repealed by this directive

**48. Transitory Provisions**

Work Permits, Trade Licenses, and Residence Permits issued pursuant to the “Directive to Determine the Procedure for Refugees Right to Work No. 02/2019”, Memorandums of Understandings, and Standard Operating Procedures signed among the Refugees and Returnees Services, the Ministry of Labor and skills, and the Ministry of Trade and Regional Integration prior to the issuance of this Directive shall be considered as if issued by this Directive. Renewals shall be made in accordance with this Directive.

**49.ABOUT ATTACHMENTS**

The forms attached to this directive are part of the directive

**50.Effective Date**

This Directive shall enter in to force, upon signature of the Director General, on the date of its registration and numbering by the Ministry of Justice and its posting at the Service Office’s website.

**Mrs. Teyiba Hassen Kayo**

**General Director-Refugees and returnees Service**

**Addis Ababa**

**June \_\_\_\_, 2024**

**1. Application Form for Work Permit by the Employer**

**Federal Democratic Republic of Ethiopia**

**Ministry of Labor and Skills (MoLS)**

**Application for Work Permit for Recognized Refugee/Asylum Seeker**

**Part 1: Employer Information**

- 1) Company Name:
- 2) Business Registration Number:
- 3) Contact Person:
- 4) Contact Information (Phone, Email):
- 5) Industry/Sector:

**Part 2: Recognized Refugee/Asylum Seeker Information**

- 1) Full Name: (as per Service-Issued ID)
- 2) Service-Issued ID Number:

**Part 3: Work Permit Details**

- 1) Proposed Job Title: (if any)
- 2) Start Date:
- 3) Duration Requested (Years):

**Part 4: Attachments**

- 1) Copy of Business License/Investment License
- 2) Refugee/Asylum Seeker Personal History Form (attached)
- 3) Competency Certificate (if required for the position)
- 4) Offer Letter/Employment Contract (copy)

**Declaration:**

I, \_\_\_\_\_, declare that the information provided in this application is true and accurate to the best of my knowledge. I understand that the MoLS may verify this information and may deny the work permit application if any false or misleading information is found.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## 2. Application Form for Work Permit by the Refugee or Asylum Seeker

### Federal Democratic Republic of Ethiopia

### Ministry of Labor and Skills (MoLS)

### Application for Work Permit as Recognized Refugee/Asylum Seeker

#### Part 1: Applicant Information

- 1) Full Name: (as per Service-Issued ID)
- 2) Service-Issued ID Number:
- 3) Preferred Industry/Sector: (if any)
- 4) Preferred Job Title (if applicable):

#### Part 2: Work Permit Details

- 1) Start Date (if known):
- 2) Duration Requested (Years):

#### Part 3: Attachments

- 1) Refugee/Asylum Seeker Personal History Form (attached)
- 2) Proof of Ethiopian Spouse/Child (if applicable - copy of ID) (for exemption from work permit requirement)

#### Declaration:

I, \_\_\_\_\_, declare that the information provided in this application is true and accurate to the best of my knowledge. I understand that the MoLS may verify this information and may deny the work permit application if any false or misleading information is found.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### 3. Refugee/Asylum Seeker Personal History Form

Federal Democratic Republic of Ethiopia

Ministry of Labor and Skills (MoLS)

Refugee/Asylum Seeker Personal History Form

#### Part 1: Personal Information

- 1) Full Name: (as per Service-Issued ID)
- 2) Date of Birth:
- 3) Nationality:
- 4) Service-Issued ID Number:

#### Part 2: Education and Skills

- 1) Highest Level of Education:
- 2) Relevant Skills and Work Experience: (List previous jobs, companies, locations, and dates of employment)

#### Part 3: Language Skills:

Languages Spoken: (List languages and fluency level)

1.
2.
3.

#### 4. Work Permit Renewal Request Form

**Federal Democratic Republic of Ethiopia**

**Ministry of Labor and Skills (MoLS)**

**Work Permit Renewal Request**

#### **Part 1: Applicant Information (Employer or Recognized Refugee/Asylum Seeker)**

1) Name: (Employer Name or Refugee/Asylum Seeker Name)

2) Work Permit Number:

3) Service-Issued ID Number (if applicable):

#### **Part 2: Renewal Details**

Reason for Renewal:

#### **Part 3: Attachments**

- 1) Copy of Existing Work Permit
- 2) (Employer Only) Employment Contract Renewal (if applicable)
- 3) (Refugee/Asylum Seeker Only) Proof of Service Fee Payment (if applicable)

#### **Declaration:**

I, \_\_\_\_\_, declare that the information provided in this application is true and accurate to the best of my knowledge. I understand that the MoLS may deny the renewal request if any false or misleading information is found or if renewal fees are not paid.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## 5. Lost or Damaged Work Permit Replacement Form

Federal Democratic Republic of Ethiopia

Ministry of Labor and Skills (MoLS)

### Lost or Damaged Work Permit Replacement Request

#### Part 1: Applicant Information (Employer or Recognized Refugee/Asylum Seeker)

- 1) Name: (Employer Name or Refugee/Asylum Seeker Name)
- 2) Work Permit Number (if known):
- 3) Service-Issued ID Number:

#### Part 2: Replacement Details

- 1) Lost  Damaged  (select one):

- 2) Brief Description of the Incident (if applicable):

#### Part 3: Attachments

- 1) Copy of Service-Issued ID
- 2) Police Report
- 3) Partially Damaged Work Permit Book (if applicable)

#### Declaration:

I, \_\_\_\_\_, declare that the information provided in this application is true and accurate to the best of my knowledge. I understand that a service fee may apply for work permit replacement.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## 6. Clearance Forms for Termination of Employment

### A. Employer Termination Clearance Form

Federal Democratic Republic of Ethiopia

Ministry of Labor and Skills (MoLS)

#### Employer Termination Clearance for Recognized Refugee/Asylum Seeker

##### Part 1: Employer Information

- 1) Company Name:
- 2) Business Registration Number:
- 3) Contact Person:
- 4) Contact Information (Phone, Email):

##### Part 2: Recognized Refugee/Asylum Seeker Information

- 1) Full Name: (as per Service-Issued ID)
- 2) Service-Issued ID Number:
- 3) Work Permit Number:
- 4) Last Day of Employment:

##### Part 3: Reason for Termination (Select one): (attach proof)

Resignation

Dismissal

Business Closure

##### Declaration:

I, \_\_\_\_\_, declare that the information provided in this application is true and accurate to the best of my knowledge. I understand that clearance may be delayed if outstanding wages or fees are owed to the employee.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**B. Recognized Refugee/Asylum Seeker Termination Clearance Form**

**Federal Democratic Republic of Ethiopia**

**Ministry of Labor and Skills (MoLS)**

**Refugee/Asylum Seeker Termination Clearance for Employer**

**Part 1: Recognized Refugee/Asylum Seeker Information**

- 1) Full Name: (as per Service-Issued ID)
- 2) Service-Issued ID Number:
- 3) Work Permit Number:
- 4) Last Day of Employment:

**Part 2: Employer Information**

- 1) Company Name:
- 2) Business Registration Number:

**Part 3: Reason for Termination (Select one):** (explain briefly)

Resignation	<input type="checkbox"/>	<input type="text"/>
Dismissal	<input type="checkbox"/>	<input type="text"/>

**Declaration:**

I, \_\_\_\_\_, declare that the information provided in this application is true and accurate to the best of my knowledge. I have received all owed wages and benefits from my employer.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_